MAIN HRS

DCDS Reports

Timekeeper Reports - F
HR-304 - Warnings

Purpose: The Warnings report provides warnings that occurred during timesheet validation for a department, agency, TKU and pay period end date. The minimum required data to be entered is department, agency and TKU.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information:
A. The Warnings screen is accessed through the Reports, Timekeeper, F - Timesheet Warnings items on the menu.

B. The following detail is displayed:

- Full Name
- Social Security Number (SSN)
- Hours Type

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Information:
(Continued)

- Number (of warning message)
- Description (of warning)
- Entered By
- Date Entered

C. To print a copy of the report, select <u>F</u>ile and click on the <u>P</u>rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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DCDS Reports

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│ ▭                         DCDS                        ▼ ▲    │
│ File  Edit  Options  Functions  Params  Reports  Window  Help│
│ ┌───────────────────────────────────────────────────┬──────┐│
│ │ ▭                  Report Request              ▼ ▲ │      ││
│ │                                                   │      ││
│ │  ┌─────────────────────────────────────────────┐ │      ││
│ │  │                Time Errors                  │ │      ││
│ │  │                                             │ │      ││
│ │  │    Department: [59] [↨]                     │ │      ││
│ │  │                                             │ │      ││
│ │  │       Agency: [01] [↨]                      │ │      ││
│ │  │                                             │ │      ││
│ │  │         TKU: [100 ] [↨]                     │ │      ││
│ │  │                                             │ │      ││
│ │  │  PP End Date: [9/21/96/I/] [↨]              │ │      ││
│ │  │                                             │ │      ││
│ │  │                                             │ │      ││
│ │  │                                             │ │      ││
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│ ├───────────────────────────────────────────────────┤      ││
│ │ Ready                                             │      ││
│ └───────────────────────────────────────────────────┴──────┘│
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Report Request Screen

To display the Report Request screen for the Warnings report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on F - Timesheet Warnings menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Timesheet Warnings Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all agencies and/or TKUs, click on **AL** from the dropdown. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-304 - Timekeeper Warnings

MAIN HUMAN RESOURCE SYSTEM
WARNING REPORT

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

PAY PERIOD END DATE: 09/20/1997

AGENCY: 01 CENTRAL OFFICE

PAY PERIOD NO: 20

TKU: 601 CLIO PROJECT OFFICE

FULL NAME	SSN	HOURS TYPE	NUMBER	DESCRIPTION
DHARIA, RAPHAEL R	590-10-2332	NA	20010	TOTAL HOURS REPORTED DOES NOT MATCH STANDARD HOURS

ENTERED BY: DCDS   DATE ENTERED: 09/26/1997

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